

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 3 March 2022

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Prepared by Elaine Anstee
24th February 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 8d****Defibrillator for Chimney and Cabinet for Village Hall, Aston**

The Community Heartbeat Trust (Solutions)
PO Box 168

Haverhill
Suffolk
CB9 1AX
Tel : 0330 1243067
Email : office@communityheartbeat.org.uk
VAT Reg No: 187 5510 82

**QUOTATION**

Page 1

Aston, Cote, Shifford and Chimney Parish Council
16 Foxwood
.
Aston
Oxfordshire
OX18 2DZ

| | |
|-----------------------|------------|
| Quotation No | 8515 |
| Quotation Date | 11/01/2022 |
| Order No | |
| Account Ref | AST005 |

This is not a V.A.T I invoice

| Qty | Ordered | Product Code | Description | Unit Price | Net Amount |
|------|---------|--------------------|--|------------|------------|
| 1.00 | | CPAD-VP-ZOLLAED3 | cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet | 2,145.00 | 2,145.00 |
| 1.00 | | ZOLL-THERMAL-BAG00 | Zoll Thermal Bag Black | 55.00 | 55.00 |
| 1.00 | | AWARENESS | Cardiac Arrest Response Seminar Face to Face | 175.00 | 175.00 |
| 1.00 | | ANNUAL-SUPPORT-ZO | Annual Support Cost Zoll AED3 Year ? (min 5 years) | 165.00 | 165.00 |
| 1.00 | | INCLUDED | Webnos Governance System | 0.00 | 0.00 |
| 1.00 | | INCLUDED2 | Post Rescue Counselling | 0.00 | 0.00 |
| 1.00 | | ELECTRICIAN-COST-L | LOL Electrician Cabinet Fitting | 200.00 | 200.00 |

Please note prices are subject to VAT at 20%

Carriage £ 25.00

Clerk's Briefing Notes – 3 March 2022

Aston, Cote, Shifford and Chimney Parish Council

RE: Aston Village Hall, Oxfordshire - Defibrillator Cabinet - Door

Orders <orders@welmedical.com>

Fri 14/01/2022 16:26

To: Elaine Anstee <elaine.anstee@astonoxon-pc.gov.uk>

Good afternoon,

Unfortunately, we no longer sell this cabinet, and so would not be able to supply the parts.
We carry this cabinet that retails at £495 + VAT – 12 lead time.

Clerk's Briefing Notes – 3 March 2022
Aston, Cote, Shifford and Chimney Parish Council



I hope this helps.

Kind regards,
Michella

From: Elaine Anstee <elaine.anstee@astonoxon-pc.gov.uk>
Sent: 11 January 2022 20:04
To: Enquiries <enquiries@welmedical.com>
Subject: Fw: Aston Village Hall, Oxfordshire - Defibrillator Cabinet - Door

Also available from the British Heart Foundation

External Defibsafe2 Cabinet with Heating (Lockable)

[Be the first to review this product](#)

£491.66excl. vat£589.99incl. vat

Aston, Cote, Shifford and Chimney Parish Council



Defib Store 1000 STAINLESS STEEL Cabinet with Keypad Lock, Heater and LED Light

Available To Order - *FREE Delivery*

~~£658.80~~£549.00



Defibstore 4000 Polycarbonate Defibrillator Cabinet with Keypad Lock, Heater and LED Light

Available To Order - *FREE Delivery*

~~£598.80~~£499.00

Also available from direct365

Outdoor Polycarbonate Defibrillator Cabinet 4000 Series- Locked

IN STOCK

SKU

DFS4K442LLE-Y

Aston, Cote, Shifford and Chimney Parish Council

Be the first to review this product

A high-quality, secure defibrillator cabinet

10 year limited gurantee

Fire retardent, waterproof and robust design

£529.00(£634.80 inc VAT)

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a

ICO Renewal

Organisation name: Aston, Cote, Shifford & Chimney Parish Council

Reference: Z2599197

GDPR/Data Protection Act 2018

Data protection renewal fee is due - we will collect your direct debit payment on or before 15/03/2022

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 15/03/2022. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 15/03/2022.

Further information

You must let us know if any of the details we hold about you change.

If you are required to have a Data Protection Officer (DPO) under the GDPR or you choose to appoint one, you should also tell us about this. For more information please see ico.org.uk/DPOs.

If you need any more information about the fee, please see ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see ico.org.uk or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

For more information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11b

Maintenance Grant Request for Community Trust

Aston & Cote Community Trust Charity no 304258

Clerk to the Parish Council

31 January 2022

Dear Mrs Anstey

Re: Maintenance Grant for Village Hall Playground and Playing Fields

On behalf of the Community Trust, I should like to apply for a grant towards the cost of maintaining the playgrounds and playing fields at the village hall. I note that historically a grant has been generously awarded by the Parish Council.

We last wrote to you for a grant in November 2020 when, with regard to the year ended March 2019, you kindly awarded us £750.

We continue to maintain the play areas: the older children's wooden play area needs regular maintenance and probable refurbishment; the new playground needs to be kept clear to prevent weeds encroaching onto the flooring.

Our expenditure in the year to 31 March 2021, as recently confirmed in our independently examined accounts, was £1,014 consisting of grounds maintenance of £837 and the safety inspection of £177. Our routine maintenance costs will no doubt be similar in the current year although we also spent a considerable sum engaging contractors to remove the old children's playground as it was becoming unsightly and potentially dangerous.

Covid-19 seems to have created delays meaning we did not approach you for a grant with respect to the 2020-year end. Although it is late, we wonder whether you might also kindly consider awarding us a belated grant to assist with these costs which totalled £615. Obviously, we understand if this were not to be possible.

Both the wooden play area for older children and the new younger children's playground are regularly used by the village children and we have a responsibility to keep them in good order. With your help we are able to do this thus providing a wonderful facility for the children of the village. You may know that we are looking to continue to develop the field for the use of the village as a whole and this hopefully will include the MUGA for which you have already granted us funds to help towards a feasibility study.

We do appreciate all the help the Parish Council gives the Trustees in helping us to maintain this facility for the Village community.

Yours sincerely,

Steve Neal

Secretary

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12 – Governance – Policies for Review

Loans and Investments Policy

Document Control

Review date is indicative and will depend on changes in legislation, best practice or when required.

Alternative formats of this document may be available upon request.

1.0 INTRODUCTION

1.1 Should the Parish Council need a loan from the Public Works Board Loan or wish to place an investment of its monies, the terms shall be negotiated by the Parish Clerk in the name of the Council and shall be for a set period of time in accordance with resolution from Full Council.

1.2 This policy sets out the financial management procedures for the monitoring of the cash flow and banking arrangements of Aston, Cote, Shifford and Chimney Parish Council.

1.3 Authority reference is to the Council's Financial Regulations.

1.4 The Local Government Act 2003 Section 12 provides the power to invest in the following circumstances -

- a. for any purpose relevant to its functions under any enactment; or
- b. for the purpose of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

1.5 The Council acknowledges its duty of care to the community and the prudent investment of funds.

1.6 Changes to loans and investments should be reported to the Full Council at the earliest opportunity.

1.7 The Council's Sustainability Framework will be considered when approving the Council's financial institution for investments and when ensuring that the Council's reserves are invested wisely.

2.0 OBJECTIVES

2.1 The Council's priorities are, in the following ranking order -

- a. The security of capital to minimise the risk of losses;
- b. The liquidity of investments to meet the cash flow needs of the council; and
- c. Maximising income within the framework of the national economic situation.

2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3.0 LOANS

3.1 Any loans made by the Council should be approved by the Full Council and in the name of Aston, Cote, Shifford and Chimney Parish Council.

3.2 Any loans given should be reviewed by the Full Council on an annual basis against the Terms of the Contract.

4.0 BORROWING

Aston, Cote, Shifford and Chimney Parish Council

- 4.1 All borrowings shall be taken out in the name of Aston, Cote, Shifford and Chimney Parish Council.
- 4.2 Any formal decision to apply for and to exercise a borrowing approval must be made by Full Council.
- 4.3 The Council may borrow funds but will require the formal written approval of the Secretary of State.
- 4.4 The Council must contact the Oxfordshire Associations of Local Councils (OALC) to discuss the proposal and to obtain the Application Form for the Approval.
- 4.5 Borrowing must be for a specific, generally capital expenditure, purpose detailed on the application form and in a report to council.
- 4.6 Whilst the loan may be taken from any source, the Public Works Loan Board (PWLb) is preferred. Irrespective of the source, an Approval is required and no mortgage or charge on property is allowed.

5.0 INVESTMENTS

- 5.1 All investments and money under the control of the Full Council shall be in the name of Aston, Cote, Shifford and Chimney Parish Council.
- 5.2 All investment certificates and other relating documents shall be retained in the custody of the Parish Clerk.
- 5.3 All investments, deposits and interest will be in pound sterling (£).
- 5.4 All investment and deposits will be with banks or building societies registered in the United Kingdom.
- 5.5 The credit ratings of the institutions will be a minimum of 'A' and these will be monitored regularly.
- 5.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of two financial institutions.
- 5.7 Investments for current expenditure will be on instant access accounts with a daily feeder to the current account.
- 5.8 Investments not required for current expenditure (i.e. earmarked reserves) may be placed on medium term deposits to be reviewed each year one year.
- 5.9 Investments not required for current expenditure (i.e. general reserve) may be placed on longer term deposits of up to two years.

Adopted on 2021

Review Date – March 2022

Aston, Cote, Shifford and Chimney Parish Council

ANNUAL INVESTMENT STRATEGY 2022-2023

1. Introduction

Aston, Cote, Shifford and Chimney Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1) (a) of the Local Government Act 2003, effective from 1st April 2010.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment,
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as "The management of the Council's cash flows, its banking and money market transactions, and the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks."

The Guidance states:

- a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
- b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the 2021-22 financial year not to exceed £500,000 and therefore has agreed to apply the Guidance as set out below.

2. Investment Objectives

The Council's investment priorities are:

- 1) The security of its reserves;
- 2) The liquidity of its investments; and
- 3) The return on investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest bearing bank account.

Aston, Cote, Shifford and Chimney Parish Council

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Investments will be spread over different providers where appropriate to minimise risk.

3. Security of Investments

Government guidance differentiates between specified investments and non-specified investments.

3.1 Specified Investments

Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with “high credit ratings”.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- • UK banks and UK building societies;
- • Public Bodies (including Local Authorities and Police Authorities);
- • UK FCA regulated qualifying money market funds with a triple A rating.

3.2 Non-specified investments

Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated. No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

4. Liquidity of Investments

The Parish Clerk in consultation with the Full Council of Aston, Cote, Shifford and Chimney Parish Council will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5. Long Term Investments

Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments.

The Council does not currently hold any long term investments.

6. Risk Assessment

The Parish Council's funds are covered by the Financial Services Compensation Scheme (up to £85,000) as our total expenditure does not exceed £500,000 and but must still be carefully managed to mitigate the risk of losses.

The Council will only invest in institutions of “high credit quality” as set out in section 3.1 of this strategy. The Council will monitor the risk of loss on investments by reference to credit ratings.

Aston, Cote, Shifford and Chimney Parish Council

The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate.

The investment position will be reviewed monthly by the Parish Clerk and reported to the Full Parish Council.

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7. Use of Investment Managers

If external investment managers are used, they will be contractually required to comply with this strategy.

8. Investment Strategy 2022/23

The Council will invest as much of its balance as possible in a low-risk product in order to achieve its investment objectives.

To maintain a return on its investment and in the light of low interest rates currently available to the Council and considering the potential performance of lower liquidity investments; it is recommended that the Council will continue with its investment with the Public Sector Deposit Fund of the CCLA in order to aim to achieve an optimum return on funds. The recommendation is that £48,709 currently invested in the fund is maintained.

Dividends from this investment will be placed in the current account for use supporting grant applications and projects within the parish.

The Public Sector Deposit Fund (PSDF) has been identified as a low risk, high liquidity option (funds can be moved in or out in the same day) to be used in the first year of investment. A minimum £15,000 will remain as our operating costs in the Unity Trust account.

The relevant FPC officers shall have delegated authority (as contained within Financial Regulations) to set up any accounts/funds as approved in this policy and undertake transfers between the Unity Trust Account and the PSDF as required to ensure the minimum operating cost balance is maintained.

9. Investment Approval

The Full Council has the authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Annual Investment Strategy, subject to the prior approval of the investment provider by the Parish Council. All resolutions relating to investments will be noted in the minutes of the Full Council meetings that are circulated to all councillors.

10. Investment Reports

The Parish Clerk will prepare a report on investment activity for each Full Parish Council meeting. The report will be circulated to all councillors with the agenda and papers for the Full Parish Council meeting.

Aston, Cote, Shifford and Chimney Parish Council

11. Review and Amendment of Regulations

The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Parish Clerk and reviewed by the Full Council.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

12. Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Clerk.

Approved by Aston, Cote, Shifford and Chimney Parish Council on under minute number.....

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14a - Noticeboard for Cote

WONDERWALL[®] PRODUCTS • LTD

0800 746 740

FREE MAINLAND UK DELIVERY on orders over £45

MINIMUM 3 YEAR GUARANTEE

CREDIT ACCOUNT AVAILABLE FOR PUBLIC SECTOR CLIENTS

SAME DAY DISPATCH ON SELECTED ITEMS SEE PRODUCT PAGES FOR ESTIMATED LEAD TIMES

Post Mounted Outdoor Lockable Noticeboard



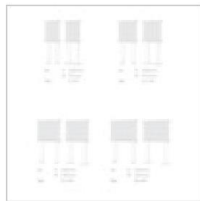
<https://www.wonderwallproducts.co.uk/product/post-mounted-outdoor-lockable-noticeboard/>

Clerk's Briefing Notes – 3 March 2022

Aston, Cote, Shifford and Chimney Parish Council

21/02/2022

Post Mounted Outdoor Lockable Noticeboard | Wonderwall Products Ltd



From £453.60 Incl. VAT

Choose a **Size** : 15 x A4 (H) 1050 x (W) 1182mm

15 x A4 (H) 1050 x (W) 1182mm

Choose a **Frame** : Light Oak



Choose a **Colour** : Grey



[Clear selection](#)

£531.60 Incl. VAT

1

[ADD TO BASKET](#)

[Description](#)

[Features](#)

[Instructions](#)

Lockable Post Mounted Noticeboard

Our popular external showcase is also available in a post mounted version. 4 sizes are available and the posts provide an overall height of 2 metres, with 500mm below ground, set into concrete.

This version of our showcase has a special sealed backing for protection against the elements and they are certified to the IP55 requirement of EN60529.

Each size is designed to take a predetermined number of A4 sheets and there are 7 frame colour options.

For the pinable interior, there are 18 cloth colour options + cork.

The 3mm shatterproof PET glazed door is top hinged and includes support stays. There are 2 locks fitted with matching keys.

We also offer posts with a bolt-down flange at no extra cost but we strongly recommend you are satisfied that the surface you would be bolting into is sufficiently stable i.e. concrete.

See installation instructions within the instructions tab.

Images for colour representation only- all boards in this range supplied with posts.

Accepts pins or Velcro® to allow you to change notices and posters.

Made to order – allow 10-15 working days for delivery

This item is made to order and therefore non-returnable.

Internal Dimensions (Pinable area)

| | |
|------------------|----------------------|
| 4 x A4 Landscape | (H) 438 x (W) 617mm |
| 4 x A4 Portrait | (H) 613 x (W) 443mm |
| 8 x A4 Landscape | (H) 612 x (W) 872mm |
| 8 x A4 Portrait | (H) 915 x (W) 660mm |
| 12 x A4 | (H) 915 x (W) 920mm |
| 15 x A4 | (H) 915 x (W) 1090mm |
| 18 x A4 | (H) 915 x (W) 1305mm |

https://www.wonderwallproducts.co.uk/product/post-mounted-outdoor-lockable-noticeboard/?attribute_pa_size=15-x-a4-h-1050-x-w-1182mm&attribute_pa_frame=light-oak&attribute_pa_colour=burgundy&msclid=46... 2/3

Aston, Cote, Shifford and Chimney Parish Council



Breeze Post Mounted Double Door Board

- Boards mounted onto shaped back panel
- Powder coated frame
- 3mm thick perspex glazing
- Allen key lock as standard
- Magnetic back panel for use with magnets
- Includes text to header
- Pair of 76mm circular posts

| | |
|-----------------------------------|---|
| 2 x A2 boards - 1050 x 850mm high | ▼ |
| Brown (RAL 8016) | ▼ |
| Straight | ▼ |
| | |
| Not required | ▼ |

£865.00 ex. VAT

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15c

ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROLS

1.0 Overview

- 1.1 The Parish Council is required to confirm in its Annual Return to the External Auditor that it has “maintained an adequate system of internal control... and reviewed its effectiveness.”
- 1.2 The Parish Council has two documents covering the management of its financial affairs – a set of Financial Regulations and a Statement of Internal Control. The Parish Council's Financial Regulations were comprehensively reviewed and updated in September 2021.
- 1.3 The Parish Council now needs to review the system of internal control again so that it can properly sign the Annual Return for 2021/22 when it is due.

2.0 Financial Regulations

- 2.1 The Financial Regulations document which was adopted by the Parish Council at the meeting in September 2021 was circulated in that month's papers. It can be recirculated to Councillors if requested.

3.0 Statement of Internal Control

- 3.1 This statement, originally prepared by the Clerk in 2009 and last circulated to Councillors in March 2021, follows this report.
- 3.2 The Clerk has reviewed the statement and confirms that it continues to reflect actual practice. No amendments have been made to the Statement since it was last circulated in March 2021.

4.0 Recommendation

- 4.1 That the Parish Council reviews the Statement of Internal Control to consider whether the controls currently in place are effective.

Prepared by: E Anstee, Clerk
24 February 2022

Aston, Cote, Shifford and Chimney Parish Council
STATEMENT OF INTERNAL CONTROL

Prepared by E Anstee, RFO and Parish Clerk

Last reviewed and reapproved at a meeting of the Parish Council on 5 March 2020

| | |
|--------------------------------|---|
| Cash Book/Bank reconciliations | <ul style="list-style-type: none"> The cash book (spreadsheet) is kept up to date from original documents (paying-in books, invoices, cheque stubs, BACS transactions) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of the Parish Council (usually the nominated councillor), with reference to the underlying records (cash book and bank statements) The bank reconciliation is reported to the full Parish Council and minuted as such The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes |
| Financial Regulations | <ul style="list-style-type: none"> A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council (<i>this was reviewed and adopted in September 2021</i>) |
| Order/Tender controls | <ul style="list-style-type: none"> The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters are sent to suppliers for services which are not regular in nature |
| Legal Powers | <ul style="list-style-type: none"> A proper legal power is identified in advance of any expenditure. The legal power for expenditure is shown on the agenda and minutes for payments made General power of competence was adopted on 7 November 2019 under minute number 13b on page 1533. |
| Payment controls | <ul style="list-style-type: none"> Depending on the nature of the supply, the RFO signs the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters ordering the work are matched to purchase invoices where applicable All invoices for payment are listed on the meeting agenda where the cheques are to be signed/BACS payments approved Payments made are listed in the minutes of the meeting Original invoices are provided to the Councillors signing the cheques/authorising the BACS payments Invoices paid are numbered and the same number entered on the cheque counterfoil and in the cashbook for cross reference |

Aston, Cote, Shifford and Chimney Parish Council

| | |
|----------------------|---|
| | <p>purposes</p> <ul style="list-style-type: none"> The cheque number used to settle an invoice and the date it was signed are entered on the invoice for cross reference purposes. For BACS payments, the BACS payment date is entered on the invoice for cross reference purposes. |
| VAT repayment claims | <ul style="list-style-type: none"> RFO ensures that all invoices are addressed to the Parish Council. RFO ensures that proper VAT invoices are received where VAT is payable RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year |
| Income controls | <ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council RFO ensures that the precept instalments are received when due RFO ensures that other receipts (deposit interest, grass cutting grant) are received when due and correctly calculated Income is banked promptly |
| Financial reporting | <ul style="list-style-type: none"> A receipts & payments account, comparing actual expenditure to the budget and the prior year is prepared on a quarterly basis, presented to the Parish Council and minuted as such |
| Budgetary controls | <ul style="list-style-type: none"> The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year The precept is set on the basis of the budget by the deadline set by the District Council |
| Payroll controls | <ul style="list-style-type: none"> The Clerk is paid under PAYE as an employee The Clerk's salary is set by the Council and a minute is prepared to show the agreed salary The salary is paid by BACS, with the BACS payment authorised by two Councillors The RFO ensures that all the necessary payroll returns are made to HMRC and retains evidence that this has been done |
| Asset Control | <ul style="list-style-type: none"> The RFO maintains a full asset register The existence and condition of assets is checked on a six monthly basis by a member of the Parish Council The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal |
| Internal Audit | <ul style="list-style-type: none"> A suitably experienced independent internal auditor is appointed by the Parish Council An internal audit of the Council's accounting records, and financial and other procedures is carried out once a year The internal auditor prepares a report addressed to the Parish Council which is considered at the next meeting The Parish Council ensures that it is satisfied that the internal audit is effective before making arrangements for the new annual internal audit |

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

| | |
|------------------------------|------------------|
| Balance at 31 January 2022 | 28,338.97 |
| February payments | (3,101.49) |
| Receipts (VAT and OCC Grant) | 1265.41 |

| | |
|------------------------------------|-------------------------|
| Balance at 28 February 2022 | <u>26,502.89</u> |
|------------------------------------|-------------------------|

CCLA INVESTMENT ACCOUNT

| | |
|-----------------------------|------------------|
| Balance at 31 December 2021 | 48,705.28 |
| | 3.73 |

Transactions in month of January

| | |
|-----------------------------------|-------------------------|
| Balance at 31 January 2022 | <u>48,709.01</u> |
|-----------------------------------|-------------------------|

| | |
|---|--------------------------|
| TOTAL CASH HOLDING AT 28 February 2022 | <u>£75,211.90</u> |
|---|--------------------------|

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15b Monthly (Year to Date) Financial Report – For Information**

| | £ | As at 28/02/2022 | Performance Against Budget | % | Commentary |
|---------------------------------------|--------------|---------------------|----------------------------------|--------------|--|
| 2021-22 Budget | | | | | |
| RECEIPTS | | | | | |
| Precept | 29319 | 29319 | 0 | 0% | Complete |
| WODC Grant CTSG | 0 | 0 | 0 | 0% | No longer paid |
| OCC grass cutting grant | 1049 | 1799 | -750 | -71% | Received in Full against Grass Cutting Verges and WM |
| Interest | 100 | 11 | 89 | 89% | CCLA Investment Account |
| VAT Refund | 0 | 2595 | -2595 | 0% | |
| INVESTMENTS IN | 0 | 0 | 0 | 0% | |
| Sundry | 0 | 0 | 0 | 0% | |
| Total Receipts | 30468 | 33724 | -3256 | -11% | |
| EXPENDITURE | | | | | |
| Clerk's salary | 4,073 | 4526 | -454 | -111% | Includes Honorarium |
| Working from home allowance | 216 | 162 | 54 | -75% | |
| HMRC | 967 | 1321 | -354 | -137% | |
| Bank charges | 72 | 79 | -7 | -110% | £6 per month due quarterly. |
| Office equipment | 250 | 0 | 250 | 0% | |
| Office running costs | 384 | 781 | -397 | -203% | Photocopying/Printing/Stamps plus sundries/Norton/Microsoft |
| Website costs | 150 | 17 | 133 | -11% | Renewed for 2 years in 2020 |
| Insurance | 347 | 347 | 0 | -100% | |
| Audit | 240 | 200 | 40 | -83% | |
| Election Costs | 0 | 0 | 0 | 0% | |
| Annual Parish Meeting expenses | 40 | 0 | 40 | 0% | |
| Subscriptions | 506 | 406 | 100 | -80% | |
| Chairman's Allowance | 100 | 0 | 100 | 0% | |
| Grass Cutting - verges & WS | 7607 | 3771 | 3836 | -50% | |
| Grass Cutting - playing field & WM | 1909 | 2597 | -688 | -136% | |
| Grants paid under statute | 5235 | 2911 | 2324 | -56% | |
| Dog & Litter Bin Emptying | 400 | 389 | 11 | -97% | |
| Fete Bins | 0 | 0 | 0 | 0% | |
| Training & Travel | 527 | 248 | 279 | -47% | |
| Clock Maintenance | 229 | 0 | 229 | 0% | New contract with Derby's from March 2020 for 3 years |
| Bus Shelter Cleaning | 747 | 539 | 208 | -72% | New bus shelter added in Nov 2020 |
| Defibrillator pads/batteries | 200 | 632 | -432 | -316% | |
| Repairs | 500 | 0 | 500 | 0% | |
| VAT Paid | 0 | 2304 | -2304 | 0% | |
| Village maintenance (Lengthsman) | 1500 | 80 | 1420 | -5% | |
| Small Grants | 1115 | 1370 | -255 | -123% | |
| Total Expenditure | 27314 | 22680 | 4634 | -83% | |
| Projects | | | | | |
| Aston History Project (£5K) | 1280 | 500 | 780 | 0% | |
| Traffic Calming Reserve | 7210 | 4077 | 3133 | 0% | Section 106 funding received £10k |
| Defib in Cote Phone Box (3.5K) | 550 | 615 | -65 | 0% | Refurb of Telephone box. |
| VE 75 Bench - 8 May 2020 | 0 | 895 | -895 | 0% | Funded from Village Maintenance Budget |
| New Dog Bin - Great Brook Road | 0 | 0 | 0 | 0% | Funded from repairs budget Proposed - so funding available to support |
| New Reserve - North Farm | 5000 | 1200 | 3800 | 0% | any consultations |
| New Reserve - Office Equipment | 500 | 0 | 500 | 0% | Proposed |
| New Dog Bin - Ham Lane | 287 | 0 | 287 | 0% | Agreed |
| Chimney Defibrillator | 7000 | 895 | 6105 | 0% | |
| Total Project Spend | 21827 | 6087 | 15740 | 0% | |
| Contingency Budget | 5000 | 0 | 5000 | 0% | |
| OVERALL EXPENDITURE | 37916 | 30967 | 6949 | -82% | |
| SURPLUS/(DEFICIT) FOR THE YEAR | -7448 | 11044 | -18492 | 0% | |
| Reserves | | | | | |
| Opening at 1 April | 72451 | 0 | 72451 | 0% | |
| Closing at 31 March | 44965 | 0 | 44965 | 0% | |
| Closing reserves analysis: | | | | | |
| Working day to day balance | 1363 | 0 | 1363 | 0% | |
| Contingency reserve | 5000 | 0 | 5000 | 0% | |
| Recreation reserve | 34476 | 1000 | 33476 | -3% | |
| Traffic Calming Reserve | 4126 | 0 | 4126 | 0% | |
| | 44965 | 1000 | 43965 | -2% | |

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15f – OALC Renewal 22-23

As Chair of the Oxfordshire Association of Local Councils (OALC), I hope your Council will continue its membership of our Association for the coming financial year 2022 - 23

Membership of OALC provides access to support and information in an ever changing local government context. Each year there is new legislation which councils are required to implement on top of the challenge of coping with covid. We aim to assist our member councils by alerting them to forthcoming changes, offer briefings, templates and training as appropriate, answering questions and providing guidance.

OALC is entirely independent of all of the Oxfordshire district councils and the county council as well. Our income comes from just two sources, **SUBSCRIPTIONS AND TRAINING**. Our subscription is calculated on electorate and is a combination of the NALC affiliation and OALC's membership fees. This year there will be an increase of 2% (equivalent to 0.42 pence per elector). An invoice for the annual subscription is attached to this email. We would encourage your council to pay the invoice by BACS, if at all possible, quoting the invoice number as reference. This helps us to keep administrative costs down.

What are the benefits of membership?

- **Representation at district, county, regional and national level**, 95% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on your behalf. They have successfully lobbied with our help to ensure there continues not to be a cap on precepts. NALC also respond on your behalf to the flow of government consultations, to emphasise the issues affecting town and parish councils.
- **Advice, guidance, briefings and information**, we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- **Monthly Update for councils**; keeping you and your council up to date on new legislation, news and consultations – these updates have been particularly relevant throughout the continuing coronavirus pandemic and will continue to provide important information as the pandemic hopefully abates.
- **Specialised advice from OALC consultants** on HR/Employment issues and Finance, Audit and VAT. Initial expert advice is free of charge. We pay for member councils to benefit from this specialised advice.
- **Training**; an expanding training programme for clerks and councillors, with reduced rates for member councils. Look at the [events section](#) of our website. Twelve training sessions are planned for the first six months of this year, most of which will take place on-line until we are sure of the safety of physical events. Topics include Clerks training, Finance, Risk Management, Archives, Legal Update, Employment basics, charity law, Councillor and Chairmanship training. We also run free sessions only for member councils on topics such as digital mapping, Operation London Bridge and Gypsies and Travellers.
- **Access to the Members Areas of OALC and NALC websites**, which provides many useful reference documents, briefings, including 88 Legal Topic Notes.

Aston, Cote, Shifford and Chimney Parish Council

Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf.

The Association office is staffed by Christine Lalley, the County Officer and Lucy Dalby, Assistant County Officer, both of whom will be happy to provide further information about our work if you wish to contact them.

Yours sincerely,

Cllr Kiera Bentley

Chair